

BRA/EDIC EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE:** EARLY CHILDHOOD LANGUAGE & LITERACY SPECIALIST**JOB POSTING NO.**

#43-04

POSTING DATE:

11/18/04

EMPLOYMENT STATUS: EDIC Employee**EXTERNAL DATE:**

12/2/04

DEPT/DIV: READBOSTON/JCS**POSITION FILLED:****DATE:****NAME:**

SUMMARY: Under the direction of the Deputy Director for ReadBoston or designee and both the Curriculum Coordinator and Principal of the Lee Academy(a new Boston Pilot School and innovative model of early childcare and education), collaboratively implement high quality early language and literacy curriculum, instruction; provide ongoing professional development to staff. Develop and oversee the Academy's early literacy assessment and intervention process. Coordinate and provide language and literacy instructional training to area early child care providers.

Collaboratively develop and implement high quality early language and literacy curriculum, instruction and staff development incorporating the Lee Academy, innovative/model of early childcare and education key school characteristics.

- *A seamless preschool and primary school setting that provides high quality instruction and support for children ages 3-11 and their families*
- *A core instructional focus on literacy and language development*
- *A culture of continuous improvement that includes site-based, ongoing professional development*
- *Strong partnerships with families, community organizations and universities*
- *An open, laboratory school model, where teachers collaborate with colleagues and outside researchers to pilot and evaluate innovative curriculum and instruction, and to offer training to areas early childcare providers.*

Review/keep abreast of relevant research, best practices and early learning standards (Mass Dept of Education (DOE), Boston Public Schools (BPS), etc. Collaborate with Curriculum Coordinator to develop a school-wide language and literacy instructional framework that is developmentally sequenced and includes age/grade-level benchmarks, teaching strategies and assessments. Evaluate and advise on the selection/purchase of language and literacy curriculum models and materials

Oversee early language/literacy assessment and intervention process. Evaluate and select appropriate formative language and literacy assessments. Train teachers in the use of these assessments. Construct language/literacy profiles of each child, pinpointing both strengths and weaknesses; identify children in need of supplemental services. Collaborating with the Principal and Curriculum Coordinator, coordinate relevant supplemental services and partnerships (vision and hearing screening from Boston Medical Center, individual tutoring, etc). Incorporate assessment data into annual reports/program reviews, student progress reports, school-family learning contracts and other communication to parents and partners. Provide additional language and literacy support to children in small group settings.

Collaborate with staff to develop and implement ongoing, relevant professional development. Provide coaching/mentoring support to individual teachers, by consistently observing instruction

and providing classroom-based follow-up and support. Provide classroom demonstrations in effective language/literacy instruction. Collect and regularly review student work and early language/literacy assessment data with teachers. Participate in weekly grade-level meetings; organizing teacher inquiry groups; provide school-wide workshops as warranted.

Participate as a member of the school Faculty Council and curriculum and instruction subcommittee.

Perform other related duties as required

QUALIFICATIONS: Work requires Masters Degree in Language and Literacy or equivalent plus 3-5 years classroom teaching experience, including some experience teaching early childhood. Deep knowledge of early language/literacy development; experience teaching/coaching teachers in the area of literacy; outstanding presentation and facilitation skills are necessary. Must have strong interpersonal skills, experience working with diverse communities, strong organizational skills and efficiency in meeting deadlines.

GRADE: 20**HIRING RANGE:** \$ 50, 775.32-\$61, 058.44

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US Fax: 617-918-5458

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APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.